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ABSTRACT

This guide provides detailed instructions for recording documents in the United Nations (UN) card catalog which provides access to the UN depository collection in the Harlan Hatcher Graduate Library at the University of Michigan. Procedures for handling documents when they are received include stamping, counting, and sorting into five categories: mimeographed documents, official records, sales publications, periodicals with no sales numbers, and publications with no sales number or series number. Recording procedures are then given for the different types of documents that fall into each of these categories, and numerous examples are provided on forms used by the library. (DMC)

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PROCESSING UNITED NATIONS DOCUMENTS IN THE UNIVERSITY OF MICHIGAN LIBRARY

1983

Gertrude Stolper
Documents Center
Graduate Library
The University of Michigan
Ann Arbor, Michigan

IR052737

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The Harlan Hatcher Graduate Library is a depository for United Nations documents. The United Nations depository collection is located in the Documents Center. It is not cataloged, therefore the documents are not listed in the Public Catalog. The collection is, however, recorded in the United Nations card catalog located in the Documents Center.

RECEIPT OF DOCUMENTS. Documents sent by United Nations Headquarters in New York are addressed to the Documents Center and have the Depository number on them (DL-16). Some of the mimeographed documents from Vienna have a label addressed to Serials Acquisitions. They are part of the depository collection and are processed by the Documents Center. Address labels should always be checked. Boxes addressed to the Law Library should be forewarded to the Law Library.

STAMPING, COUNTING, SORTING.

1. Stamp the documents with the Documents Center-date stamp. If the publication has a glossy cover, stamp also on the title page, since the stamp rubs off glossy covers.

2. Count the documents and give the count to the supervisor.

3. Sort the documents by type:

   a. Mimeographed documents

   b. Official Records

   c. Sales publications

   d. Periodicals with no sales number

   e. Publications with no sales number or series number.

RECORDING MIMEOGRAPHED DOCUMENTS

Mimeographed Documents

Mimeographed documents can be distinguished from other types of United Nations documents by the big block letters in the upper right corner. These documents only have a series number, and can only be recorded by that number.

1. Stamp with the Documents Center-date stamp.

2. Count the documents.

3. Sort by the first letter(s) of the series symbol. For example: A DP E ST etc.

4. Then sort into exact alpha-numeric order. EXAMPLE:

   A/37/52

   A/37/PV.16

   A/3UR/37/1

   A/C.5/4

   A/C.5/AC.2

5. Record the series number and date of document in the Series Numbers drawers. Use a 3-sectioned card.

6. If a document has 2 series numbers, record and file under the first number, and make a cross reference from the second number to the first number. SEE EXAMPLE.

7. Not all numbers are received in sequential order, therefore leave enough space so that each number can be recorded when received.

8. If several consecutive numbers arrive at the same time, cluster them together on one line with the first and last inclusive dates.(*)

9. Occasionally, numbers have an asterisk and a note on the bottom of the page indicating they are provisional. EXAMPLE: A/37/203* When this happens record only the number, but not the date. When the final form of the document is received (without the asterisk), add the date of that document to the number on the series card.

10. It is not necessary to record additions, revisions, or corrections for mimeographed documents unless the document which is being added to, revised, or corrected has not been received.

(*) Cluster documents following only the last recorded number on the card. Do not cluster between numbers since all blanks must eventually be filled on the card.

UNITED NATIONS

A S

General Assembly Security Council

Distr.
GENERAL

A/38/257
S/15810
2 June 1983
ENGLISH
ORIGINAL: ARABIC

A/38/251-

257 2 June 1983

S/15801-

15810 See A/38/257

DOCUMENTS WITHOUT LARGE BLOCK LETTERS

Most documents with series numbers are considered mimeographed documents. Some, however, do not have the typical appearance of a mimeo document, i.e., they do not have large block letters. Documents without large block letters should be examined further to determine how the document should be processed.

1. If there is a series number in the upper right corner,
   a. Check the verso of the title page
   b. Check the outside of the back cover
   c. Check the bottom of the last printed page
   d. If a sales number is found in any of the above locations, process the document as a sales publication.

2. If no sales number is located on the document, and the document is a monograph, process as a mimeo, by recording in the series number file.

3. The UN documents librarian may select a particularly significant document to be included in the title file. For example, cards for ST/ESA/SER. R mimeos occasionally are placed in the title file. SEE EXAMPLE BELOW:

Selected demographic indicators
by country, 1950-2000.

SEE: ST/ESA/SER.R/36

4. If the document is part of a Series:

   a. Record first in the title file under the series title. The title file will give special location information. EXAMPLE: Disarmament Fact Sheets (DPI/-) are kept with sales publications although no sales number appears on the document.

   b. Record in the series number file.

IF THE SERIES NUMBER IS NOT PRINTED IN THE UPPER RIGHT CORNER OF A DOCUMENT TO BE PLACED IN THE MIMEO DRAWERS, WRITE IT ON.

NOTE: Some periodicals have a series number. They are, however, not treated as mimeographed documents. For handling, see sections on recording periodicals in the sales publication chapter and the chapter on recording periodicals.

RECORDING OFFICIAL RECORDS

OFFICIAL RECORDS

Official Records have the words "Official Records" printed on the front of the documents. They consist of the following:

1. General Assembly	(GAOR)
2. Economic and Social Council	(ESCOR)
3. Security Council	(SCOR)
4. Trade and Development Board	(TDBOR)
5. Trusteeship Council	(TCOR)

Official Records are recorded with their respective organs in the "Official Records" section of the United Nations card catalog. If they have series numbers, they are also recorded in the series numbers drawers.

Stamp and count all Official Records.

Insert corrections to the Official Records into the documents. Trim top, bottom and right margins slightly so that the correction fits neatly in the document. Do not trim the left margin. Apply rubber cement along the left margin (about 1/4 inch wide) and insert following the front cover of the document.

If a document appears to be a duplicate, check the files to see if it actually is. If it is a duplicate, write Dup on the document, and place it in the "duplicates file." Retain duplicates until the Official Records are bound.

Record additions, corrections and revisions for all Official Records on all cards. This is especially important for supplements.

GENERAL ASSEMBLY

General Assembly Official Records are composed of the following parts:

1. Plenary Meetings
2. Annexes
3. Committee Meeting Records
4. Supplements
5. Index to Proceedings
6. List of Delegates
7. Checklist of Documents

Plenary Meetings

Plenary Meetings are issued in two forms: a provisional form and an Official Record form. The provisional form appears immediately after each meeting is held. The Official Record form is not published until several years after the end of the session, when it is issued usually in three paperbound volumes. The series number for both forms is the same. Example: A/33/PV. (the middle component refers to the session).

The provisional form appears as mimeographed documents. The meetings are recorded in the series number drawers and filed as mimeographed documents. As in other mimeographed documents, the large block letters appear at the top of the document. The words "Official Records" do not appear.

TO RECORD:

Record the Plenary Meeting Official Records by session under "Plenary Meetings" in the Official Records drawer. Include the meeting numbers and dates of meetings.

GENERAL ASSEMBLY

Annexes

1. Record by agenda item under "Annexes".

2. When several agenda items are clustered together in one document, record all agenda numbers under the first mentioned number. Record the 2nd (and succeeding numbers) in their numerical sequence on the card, by making cross references to the first mentioned number in the Annex. SEE EXAMPLE BELOW.

3. Record the prefatory fascicle on the first card for each session.

4. There is no series number for this document.

United Nations

GENERAL ASSEMBLY

Official Records

Agenda items 87 and 12

ANNEXES

THIRTY-FIFTH SESSION

NEW YORK, 1980

Agenda item 87: Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples by the specialized agencies and the international institutions associated with the United Nations:*

(a) Report of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples;

(b) Report of the Secretary-General

Agenda item 12: Report of the Economic and Social Council (chapter XXX*)**

GAOR
36th Sess.
Agenda item #

Annexes (1-87)

	12 See 87				
					87, 12

GENERAL ASSEMBLY

Committee Meeting Records

1. Record by meeting number and date of meeting under "Committee Meeting Records".

2. Record the prefatory fascicle on the first card of each Committee for each session.

3. Do not record in the series number file. Instead prepare one cross reference for each committee per session for the series number file. Use the following form:

A/C.1/37/PV.1-

See

General Assembly. Official Records. 37th Sess.
First Committee Meeting Records.

4. Prepare cross references as in the example above for numbered committees, as well as, for the General Committee and the Special Political Committee for each session.

A/C.1/37/PV.1-	First Committee
A/C.2/37/SR.1-	Second Committee
A/C.3/37/SR.1-	Third Committee
A/C.4/37/SR.1-	Fourth Committee

GENERAL ASSEMBLY

A/C.5/37/SR.1-	Fifth Committee
A/C.6/37/SR.1-	Sixth Committee
A/BUR/37/SR.1-	General Committee
A/SPC/37/SR.1-	Special Political Committee

The First Committee is the only committee that has verbatim records (PV.) The other committees have summary records. (SR.)

Record additions, corrections and revisions on the "committee meeting records" cards. Make the notation on the bottom of the cards using asterisks to direct the user.

United Nations
GENERAL ASSEMBLY
THIRTY-FIFTH SESSION
*Official Records**

SIXTH COMMITTEE
46th meeting
held on
Wednesday, 12 November 1980
at 10.30 a.m.
New York

SUMMARY RECORD OF THE 46th MEETING

GENERAL ASSEMBLY

Supplements

1. Record by supplement number on the "supplements" cards. Include supplement number, title and series number.

2. Record in the series number file as a cross reference to the Official Records.

3. Record additions, corrections, and revisions on the "supplements" cards and in the series number file.

GAOR
37th Sess. Supplements
no. 26-

26. Report of the Committee on Relations with the Host Country (A/37/26)

OFFICIAL RECORDS DRAWER

A/37/1-

26. See GAOR. 37th Sess. Sup. 26

SERIES NUMBER DRAWER

GENERAL ASSEMBLY

Index to Proceedings

1. Record under "Index to Proceedings" for each session.
2. Record by series number in the series number file.
3. Record by sales publication number in the sales number file.

List of Delegations

1. Record under "Plenary Meetings" in the Official Records drawer. Record on a separate card for each session, along with the Checklist of Documents.
2. There is no series number for this document.

Checklist of Documents

1. Record under "Plenary Meetings" in the Official Records drawer. Record on a separate card for each session along with the List of Delegations.
2. There is no series number for this document.

SECURITY COUNCIL

Security Council Official Records are composed of the following parts:

1. Plenary Meetings
2. Supplements
3. Special Supplements
4. Index to Proceedings
5. Resolutions

Plenary Meetings

Plenary Meetings are issued in two forms: a provisional form and Official Record form. The provisional form appears immediately after each meeting is held. The Official Record form appears sometime after revisions have been made. The series number for both forms is the same. Example: S/PV.

The provisional form appears as mimeographed documents. The meetings are recorded in the series numbers file and filed as mimeographed documents. As in other mimeographed documents, the large block letters appear at the top of the document. The words "Official Records" do not appear.

TO RECORD:

Record the Plenary Meeting Official Records by session under "Plenary Meetings" in the Official Records drawer. Include the meeting numbers and dates of meetings.

SECURITY COUNCIL

Supplements

1. Record in the Security Council Official Records under "Supplements".

2. There is no series number.

Special Supplements

1. Record in the Security Council Official Records under "Special Supplements". Include supplement number, title, and series number. SEE EXAMPLE BELOW.

SCOR
37th year Special supplements

1. Report of the Trusteeship Council to the Security Council on the Trust Territory of the Pacific Islands. (S/15705)

SECURITY COUNCIL

Special Supplements

2. Record in the series number file as a cross reference to the special supplements in the Security Council Official Records drawer. SEE EXAMPLE BELOW.

S/15671 - 15722

	15705 See Spec Supp 1 SCOR 37th	

SECURITY COUNCIL

Index to Proceedings

1. Record in the Security Council Official Records under "Index to Proceedings".

2. Record by series number in the series numbers file. Include sales number and the reference to the Official Records.

3. Record by sales publication number in the sales number drawers.

4. Not recorded in the title file. A note in the title file says to record on the Security Council Official Records cards.

Resolutions

1. Record in the Security Council Official Records under "Resolutions and Decisions".

2. Record in the series number file as a cross reference to the Security Council Official Records.

ECONOMIC AND SOCIAL COUNCIL

Economic and Social Council Official Records are composed of the following parts:

1. Plenary Meetings
2. Supplements
3. Index to Proceedings
4. List of Delegates
5. Checklist of Documents

Plenary Meetings

The Library receives the Summary Records of the Plenary Meetings in the Official Record form. It does not receive a provisional form.

TO RECORD:

1. Record the Plenary Meetings Official Records by session under "Plenary Meetings" in the Official Records drawer. Include the series number in parenthesis.

2. Record in the series number file as a cross reference to the Official Records. SEE EXAMPLE BELOW.

E/1979/SR.1-

1-42 See ESCOR. 1979. Plenary Meetings

ECONOMIC AND SOCIAL COUNCIL

Supplements

1. Record in the Economic and Social Council Official Records under "Supplements". Include supplement number, title and series numbers. SEE EXAMPLE.

ESCOR
1980
no. 6-

Supplements

11. Children's Fund. Report of the Executive Board 19-30 May 1980. (E/1980/41) (E/ICEF/6173)

2. Record in the Series Number file as a cross reference to the Official Records. If there is more than one series number on the document, follow this procedure for both series numbers.

E/1980/31-

41 See ESCOR 1980 Sup. 11

ECONOMIC AND SOCIAL COUNCIL

Index to Proceedings

1. Record in the Economic and Social Council Official Records under "Index to Proceedings".
2. Record by series number in the Series number file.
3. Record by Sales Publication in the Sales Number file.

List of Delegations

1. Record by session in the Economic and Social Council Official Records "Plenary Meetings". Record on a separate card.
2. There is no series number for this document.

TRADE AND DEVELOPMENT BOARD

Trade and development Board Official Records are composed of the following parts:

1. Plenary Meetings
2. Annexes
3. Supplements
4. Meeting Records, Special Sessions

Plenary Meetings

Plenary Meetings are issued in two forms: a provisional form and an Official Record form. The provisional form appears immediately after each meeting is held. The Official Record form is not published until sometime after the end of the session. The library receives the summary records. The series number for both forms is the same. EXAMPLE: TD/B/SR.

The provisional form appears as mimeographed documents. The meetings are recorded in the series number file, and filed as mimeographed documents. As in other mimeographed documents, the large block letters appear at the top of the document. The words "Official Records" do not appear.

The Official Record form is a re-issue of the provisional form, plus corrections, encased in a special cover with the words "Official Records".

TO RECORD:

Record the Plenary Meeting Official Records by session under "Meeting Records" in the Official Records drawer. Include the dates of the meetings and the series number, plus corrections in parenthesis. SEE EXAMPLE, NEXT PAGE.

TD/B/SR.545-553
and Corrigendum

UNITED NATIONS CONFERENCE
ON TRADE AND DEVELOPMENT

TRADE AND DEVELOPMENT BOARD

TDBOR
22nd Sess.

Trade and Development Board.
Meeting Records.

OFFICIAL RECORDS

9 March - 12 May 1981 (TD/B/SR. 545-553) and Corr.

TWENTY-SECOND SESSION
FIRST PART: 9-20 March 1981
SECOND PART: 12 May 1981

TRADE AND DEVELOPMENT BOARD

Annexes

1. Record by date in the Trade and development Official Records under "Annexes".

2. There are no series numbers.

Supplements

1. Record by supplement number for the session under "Supplements". Included the series number in parenthesis.

2. Record in the series number file as a cross reference to the TDBOR Official Records.

Meeting Records, Special Sessions

1. Record meeting records, supplements and annexes under "Meeting Records, Special Sessions". Record in the same manner as for the regular sessions.

2. Record in the series number file.

TRUSTEESHIP COUNCIL

Trusteeship Council Official Records are composed of the following parts:

1. Plenary Meetings
2. Supplements
3. Sessional Fascicles
4. Index to Proceedings

Plenary Meetings

Plenary Meetings are issued only in provisional form. The provisional form is issued as mimeographed documents. The meetings are recorded in the Series Number File and filed as mimeographed documents. The series number is T/PV. As in other mimeographed documents, the large block letters appear at the top of the documents. The words "Official Records" do not appear.

When the sessional fascicle is issued, the provisional (mimeographed) form is bound. The sessional fascicle is included in the bound volume. The provisional form then becomes the "Official Records" and is recorded under "Meeting Records" in the Official Records drawer.

The sessional fascicle contains the list of meetings, annexes, list of delegations and checklist of documents.

TO RECORD:

After the "Official Records" have been returned from the bindery, record the session numbers and dates under "Meeting Records" in the Official Records drawers.

TRUSTEESHIP COUNCIL

Supplements

1. Record by supplement number on the "Supplements" cards. Include supplement number, title and series number.

2. Record in the series number file as a cross reference to the Official Records.

Sessional Fascicles

Record by session number and dates on the "Sessional fascicle" cards.

Index to Proceedings

1. Record by session number and date on the "Index to Proceedings" cards.

2. Record in the Series Number File. Include Session number, date and sales number.

3. Record in the Sales Number drawer. Include series number.

RECORDING SALES PUBLICATIONS

Sales publications can be identified by a sales publication number which is located on the verso of the title page. Occasionally, a sales number will appear only on the back cover of the publication.

A sales number always contains a Roman numeral. A typical sales number will look like this:

E.82.IX.8

E = English language

82 = year of publication, i.e., 1982

IX = Subject category

8 = Eighth publication of 1982 in subject category IX

We modify the sales number to make it conform to our shelving arrangement. Sales publications (monographs) are shelved by subject category, then by year, and then by publication number. We disregard the "E" because all of our publications are in English. The sales number will be written by the recorder on the cover of the document (if a monograph), and will look like this:

IX
1982
no. 8

Sales publications which are serials only have the Roman numeral of the sales number written on them. They are shelved alphabetically by title following the monographs in the same subject category.

Insert corrections to sales publications into the documents. Trim top, bottom and right hand margins slightly so that the correction fits neatly in the document. Do not trim the left margin. Apply rubber cement along the left margin (about 1/4 inch wide) and insert following the front cover of the document.

Record additions, corrections, and revisions on all records.

MONOGRAPHS

1. Record by sales number in the sales number drawer. Include the title. Write the series number(s) in parenthesis following the title. See Example A.

2. Record in the series number drawer with a cross reference to the sales number. See Example B.

3. Type a title card for the title file. Type the sales number in the upper left corner. Begin the title on the third line of the sales number. Include the series number(S) in parenthesis. See Example C.

4. Write the sales number in the upper left corner of the document. Invert the sales number and write it vertically.
   Example: 83.II.A. 4 becomes IIA
   1983
   no. 4

II A
1983
no. 1-

4. Transnational Corporations in the Agricultural Machinery and Equipment Industry. (ST/CTC/24)

EXAMPLE A

SALES NUMBER CARD

MONOGRAPHS

ST/CTC/1-

		24 See IIA, 1983, No.4

EXAMPLE B
SERIES NUMBER

IIA
1983
no. 4 Transnational corporations in the agricultural machinery and equipment industry. (ST/CTC/24)

EXAMPLE C
TITLE CARD

MONOGRAPHIC SERIES

Monographic series refer to documents which have distinctive titles (like monographs) and which are also part of a larger subject category (series). See Example A. Natural Resources/Water Series is the series. No. 10, Experiences in the Development and Management of International River and Lake Basins is one monograph in the series.

1. Record on the series title card in the title file. Include the title, the issue number in the series, the series number(s) and the sales number. See Example A.

2. Record by sales number in the sales number drawer. Include the title. Give the series number(s) in parenthesis following the title. See Example B.

3. Write the sales number in the upper left corner of the document. Invert the sales number and write it vertically. Example: 82.II.A.17 becomes IIA
   1982
   no. 17

4. Record on the series number card with a cross reference to the sales number. See Example C.

5. Type a card for the title file. Type the sales number in the upper left corner. Begin the title on the third line of the sales number. Include the series number(s) in parenthesis. See Example D.

The "Series number" refers to the United Nations Series Symbol.

MONOGRAPHIC SERIES

Natural Resources/Water Series

10. Experiences in the development and management of international river and lake basins. (ST/ESA/120) (IIA. 1982. no. 17)

EXAMPLE A
SERIES TITLE CARD IN
TITLE FILE

IIA
1982
no. 16-

17. Experiences in the development and management of international river and lake basins. (ST/ESA/120)

EXAMPLE B
SALES NUMBER CARD

MONOGRAPHIC SERIES

ST/ESA/91-

		120 See IIA. 1982. no.17

EXAMPLE C
SERIES NUMBER CARD

IIA
1982
no. 17 Experiences in the development and management of international river and lake basins. (Natural resources/water series no. 10) (ST/ESA/120)

EXAMPLE D
TITLE FILE

FOR SERIALS ISSUED ON AN ANNUAL BASIS

1. Search <u>first</u> by title in the title file. If the sales number in the upper left corner, consists only of a Roman numeral (Roman numeral II also includes a letter), then place that Roman numeral in the upper left corner of the publication.

2. Record the year on the title card. If a series number(s) is included, write the series number(s) in parenthesis. See Example A.

3. Record by series number(s) in the series number file. Include the title of the serial. In parenthesis, write the sales number, inverted. Example: 81.II.G.5 becomes IIG.1981.5. See Example B.

4. Record by sales number in the sales number drawer. Include the title. Write the series number(s) in parenthesis. See Example C.

IIG

Statistical Yearbook for Latin America

1979 (E/ECLAC/G.1125)		

EXAMPLE A

TITLE CARD

FOR SERIALS ISSUED ON AN ANNUAL BASIS

E/CEPAL/G.

1125 Statistical yearbook for Latin America, 1979.
(IIG. 1980. 4)

EXAMPLE B
SERIES NUMBER CARD

IIG
1980
no.1-

4. Statistical yearbook for Latin America, 1979
(E/CEPAL/G.1125)

EXAMPLE C
SALES PUBLICATION

SERIALS ISSUED ON AN IRREGULAR BASIS

1. Search <u>first</u> by title in the title file. If the sales number in the upper left corner consists only of a Roman numeral (Roman numeral II also includes a letter), then place that Roman numeral in the upper left corner of the publication.

2. Record the issue number on the title card. Include the sales number and series number in parentheis. See Example A.

3. Record by series number in the series number file. Include the sales number, inverted. 81.II.B.4 becomes IIB.1981.no.4. See Example B.

4. Record by sales number in the sales number drawer. Include the title. Write the series number in parenthesis. See Example C.

IIB Industry and development.

T. (1982 no.4) ID/SER.M/2

EXAMPLE A
TITLE CARD

SERIALS ISSUED ON AN IRREGULAR BASIS

ID/Ser.M/1-

Industry and Development

I. Ser II B. 1982. No. 4		

EXAMPLE B
SERIES NUMBER

IIB
1982
no. 1-

4. Industry and development no. 7.
(ID/Ser. M/7)

EXAMPLE C
SALES NUMBER

PERIODICALS WITH SALES NUMBERS

1. Search first by title in the title file. If the sales number in the upper left corner consists only of a Roman numeral (Roman numeral II also includes a letter), then place that Roman numeral in the upper left corner of the publication.

2. Record the issue and date on the title card. See Example A.

3. Record in the series number file with a cross reference to the sales number. See Example B.

4. Record by sales number in the sales number drawer. Record the title, issue and date. See Example C.

Examples of periodical titles with a sales number.

CEPAL Review

Economic Bulletin for Asia and the Pacific

Quarterly Bulletin of Statistics for Asia and the Pacific

FOR PERIODICALS WITHOUT SALES NUMBERS, SEE SEPARATE CHAPTER ON RECORDING PERIODICALS.

IIF Quarterly bulletin of statistics for Asia and the Pacific.

vol. XI

no. 1	March 1981	
2	June 1981	
3	Sept. 1981	
4	Dec. 1981	

EXAMPLE A
TITLE CARD

PERIODICALS WITH SALES NUMBERS

ST/ESCAP/181-

181 See U.F. 1982. no.4.		

EXAMPLE B
SERIES NUMBER

IIF
1982
no. 1-

4. Quarterly bulletin of statistics for Asia and the Pacific. vol. XI, no. 4, Dec. 1981. (ST/ESCAP/181)

EXAMPLE C
SALES NUMBER

DOCUMENTS WITHOUT A SALES NUMBER

Most mimeographed documents are eventually replaced by microprint. However, some of these documents are important enough to be retained permanently in printed form. Still other UN documents have no document symbol of any kind. To preserve these documents, and make them readily accessible, the UN documents librarian may assign a sales number. However, this type of processing is done infrequently.

Sales numbers will be assigned based on the subject content of the document, and will correspond to the Roman numeral subject categories of the sales publications.

If the document is a monograph:

1. The sales number will consist of the Roman numeral and the year in brackets, e.g., [I. 1981]
2. Record in the series number file with a cross reference to the sales number.
3. Record in the sales number file at the end of the year of the document. Bracket the sales number.
4. Type a card for the title file. Bracket the sales number.
5. File the document with the monographs in the assigned Roman numeral at the end of the year in question.

If the document is a serial:

1. The sales number will consist of a Roman numeral in brackets, e.g., [I]
2. Record first in the title file.
3. Place the Roman numeral in brackets on the document.
4. Record in the series number file with a cross reference to the sales number.
5. Do not record in the sales number file. (No complete sales number exists for recording)
6. File by title in the assigned Roman numeral.

DOCUMENTS WITHOUT A SALES NUMBER

If the document is a Periodical:

1. The sales number will consist of a Roman numeral in brackets, e.g., [I]
2. Record first in the title file.
3. Place the Roman numeral in brackets on the document.
4. Record in the series number file with a cross reference to the sales number.
5. Do not record in the sales number file. (No complete sales number exists for recording)
6. Shelve by title in the assigned Roman numeral.

EXAMPLES:

Commodity trade statistics

Record in the title file. Issues are not received in consecutire order.

Mark Roman numeral, volume, issue number and year on spine.

Statement of Treaties and International Agreements

Record unbound issues only under series number.

Record bound volumes only under title.

STATISTICAL PUBLICATIONS IN SERIES D, F, AND M
XVII

1. Record in the sales number file.
2. Record in the series number file.
3. Record under Statistical papers in the title file.
4. Type a card for the title file under the specific title of the document. SEE EXAMPLE BELOW.
5. Transfer the information from the upper left portion of the card to the document.

XVII
Stat.
Papers
Ser.M

A survey of national sources of income distribution statistics.
(ST/ESA/STAT/SER.M/72)

RECORDING PERIODICALS

This chapter covers periodicals with and without series numbers. Periodicals with sales numbers or devised sales numbers are covered in the chapter on "Recording Sales Publications."

Periodicals are recorded on two cards in the title file. The unbound issues are recorded on one card; bound volumes are recorded on another card. When bound, the current issues are crossed off the "unbound issues" card.

Most of these periodicals will be shelved in Room 314 with the "uncataloged periodicals."

PERIODICALS WITH A SERIES NUMBER

All periodicals are recorded in the title file, however, not all are recorded in the series number file. If not recorded in the series number file, a cross reference will direct the recorder to record in the title file. Generally, if the entire series number consists only of a periodical title, recording is done only in the title file. If, however, the series number consists of a periodical title plus miscellaneous documents, recording will be done in both the title file and the series number file.

1. Record <u>first</u> in the title file.
2. Place the destination in the upper left corner of the periodical.
3. Record in the series number file.

PERIODICALS WITHOUT A SERIES NUMBER

1. Record by title in the title file.
2. Place the destination in the upper left corner of the periodical.

Examples:

Treaty Series.

1. Record in the title file.
2. Shelve in sales publications following XVII. (No sales number has been assigned, since bound volumes are sent to the stacks)

UN Chronicle.

Record in the title file.

The last 3 years are shelved with the UN Yearbook. Earlier years are shelved in Room 314.

The Checklist will send duplicates to us. They record a cataloged copy. Retain duplicate issues until the Documents Center copy is bound.

FILING AND SHELVING

MIMEOGRAPHED DOCUMENTS

Mimeographed documents are filed by series numbers. The series number consists of letters and numbers and appears in the upper right portion of the mimeo document. Mimeos are filed in alphabetical order by the first letter or letters in the series number.

If the second component of the series number consists of a number, it files before a letter.

A/37/1 files before
A/AC.96/1

The same filing arrangement is used for the third component.

A/37/1 files before
A/37/PV.1

Within the same component, numbers file before dates.

E/C.10/82 files before
E/C.10/1982/1

This same filing arrangement is used in the United Nations card catalog.

Prepare folders for each new series stem in the mimeo drawers and file documents with that stem in alpha-numerical order in front of the folder. When necessary, change the label on the drawer to show the first and last series number in the drawer.

Occasionally, Official Records have the series number posted on the upper right corner. This is true of the Economic and Social Council, the Security Council and the Trade and Development Board. Shelve this type of document, however, only with Official Records, not with mimeographed documents.

OFFICIAL RECORDS

General Assembly Official Records (Unbound)

General Assembly Official Records are filed by session in the vertical file. Within each session the arrangement is as follows:

1. List of Delegations
2. Checklist of Documents
3. Plenary Meetings
4. Annexes
5. General Committee
6. Numbered Committees
7. Special Political Committee
8. Supplements

Economic and Social Council Official Records (Unbound)

Economic and Social Council Official Records are filed by year in the vertical file. There is no session number. Within each year, the filing arrangement is as follows:

1. List of Delegations
2. Plenary Meetings
3. Supplements

OFFICIAL RECORDS

Security Council Official Records (Unbound)

Security Council Official Records are filed by session. Within each session, the filing arrangement is as follows:

1. Plenary Meetings
2. Supplements
3. Special supplements

Unbound Resolutions and Decisions are filed with the bound volumes.

Trusteeship Council Official Records (Unbound)

Few Official Records are generated by this group. Documents are not sectioned off by year or session. The following filing arrangement is used:

1. Fascicles
2. Supplements

Withing each of the two groups above, file by date or session.

Trade and Development Board Official Records (Unbound)

Few Official Records are generated by this group. Documents are not sectionod off by year or session. The following filing arrangement is used:

1. Official Records (Meeting Records)
2. Annexes
3. Supplements (Regular Sessions)
4. Supplements (Special Sessions)

OFFICIAL RECORDS

General Assembly Official Records (Bound)

General Assembly Official Records are shelved by session. Within each session the arrangement is as follows:

1. Plenary Meetings (List of Delegations and Checklist of Documents are bound with the Plenary Meetings)
2. Annexes
3. General Committee
4. Numbered Committees
5. Special Political Committee
6. Supplements

The Index to Proceedings for all sessions file at the end of all bound Official Records. They are not filed with each session.

Resolutions and Decisions (issued as a press release and unbound) are shelved following the Index to Proceedings. The final version of the Resolutions and Decisions appears as the last numbered supplement for each session.

Special Sessions are shelved by date and interfiled with the Regular Sessions.

OFFICIAL RECORDS

Economic and Social Council Official Records (Bound)

Economic and Social Council Official Records are arranged differently from the General Assembly Official Records. They are shelved by type of Official Record and within each type, by session number. The arrangement is as follows:

1. Journal
2. "Official Records" (Meeting Records)
3. Annexes
4. Supplements (On white labeled volumes, shelve by session number and supplement number as given on the top line of the label) For later years, shelve by Session number which is imprinted on the volume.
5. Index to Proceedings (including unbound)

Security Council Official Records (Bound)

Security Council Official Records (Bound) are arranged differently from the General Assembly Official Records. They are shelved by type of Official Record and within each type, by year. The arrangement is as follows:

1. Journal
2. "Official Records" (Meeting Records)
3. Supplements
4. Special supplements
5. Resolutions and Decisions (including unbound issues)
6. Index to Proceedings (including unbound issues)

OFFICIAL RECORDS

Trade and Development Board Official Records (Bound)

Trade and Development Board Official Records are arranged differently from the General Assembly Official Reocrds. They are shelved by type of Official Record and within each type by year. (Regular and Special Sessions are bound together if they were held during the same year or years) The arrangement is as follows:

1. "Official Records" (Meeting Records)
2. Annexes
3. Supplements

Trusteeship Council Official Records (Bound)

Located in Room 314.

Trusteeship Council Official Records are arranged differently from the General Assembly Official Records. They are shelved by type of Official Record and within each type by year. (Regular and Special Sessions are bound together if they were held during the same year or years). The arrangement is as follows:

1. "Official Records" (Meeting Records)
2. Annexes
3. Supplements
4. Index to Proceedings (including unbound)

Disarmament Commission Official Records (Bound)

Shelved in Room 314 next to the Trusteeship Council Official Records.

Disarmament Commission Official Records are arranged differently from the General Assembly Official Records. They are shelved by type of Official Record and within each type by session. The arrangement is as follows:

1. "Official Records" (Meeting Records)
2. Supplements

SALES PUBLICATIONS

Sales Publications are arranged by Roman numerals which correspond to subject categories. There are 17 Roman numerals. Roman numberal II has 9 subdivisions which are represented by letters.

Within each Roman numeral category, monographs are shelved first, followed by serials.

Monographs have the full Sales number written on the cover. EXAMPLE:

IV 1981 no. 2	Within each Roman numeral, monographs are arranged by year, and within each year by number.

Serials have only a Roman numeral written on the cover. They are shelved alphabetically by title following monographs.

Some of the early serial volumes have the complete sales number printed on the spine of the bound volume. They are, however, shelved by title.

If in doubt as to whether the publication is a monograph or a serial, check the title drawers in the United Nations card catalog. If the title card has the full sales number given, the publication is a monograph. If the title has only the Roman numeral, the title is a serial.

Category XVII contains mostly serials which are shelved by series letter instead of title.

Because of lack of space, VI B is shelved in Room 314 next to the Trusteeship Council Official Records.

BINDING

Official Records and UN periodicals should not be bound incomplete. Give information about missing issues to the UN documents librarian for claiming and ordering.

When bound volumes are returned from the bindery, check spine lettering on volumes for correctness.

Place a "bound" record in the title file for serials and periodicals. If the title file has separate records for bound volumes and unbound issues of periodicals, cross off the record on the card for current issues and record on the "bound volume" card.

Monographs are not recorded as bound volumes when returned from the bindery.

Official Records are <u>not</u> marked "bound" in the UN Card Catalog.

When returned from the bindery, place a label on the cover of a staple bound document indicating the title.

The following United Nations periodicals are listed because of special binding information.

<u>Commodity trade statistics</u> (HA 13 .U54)
Bound volumes are shelved in the stacks. Unbound issues are shelved in UN sales publication XVII. Issues for 2 or more volumes are published simultaneously and take several years to complete. There are at least 21 or 22 issues in each volume. Consecutive issues of a volume can be bound together before the volume is complete. However, there should not be a gap between bound volumes and issues being considered for binding. The volume is complete when this note appears in front of the last issue of the volume: "This fascicle is the last of the series to be published for volume___, 19___."

<u>Current bibliographical information</u> (uncataloged)
Bound volumes and unbound issues are shelved in Room 314. There is no index.

<u>Monthly bibliography</u> (uncataloged)
Bound volumes and unbound issues are shelved in Room 314. The periodical is divided into two parts. Bind each part separately with its index.

Monthly bulletin of statistics (HC 57 .A1 M79)
Bound volumes are shelved in the stacks. Unbound issues are shelved next to the Statistical Yearbook in XVII. Bind quarterly. There is no index.

Treaty series (JX 170 .U54)
Bound volumes are shelved in the stacks. Unbound volumes are shelved at the end of the sales publications. Bind consecutive volumes. Cumulative indexes are bound separately from the treaty volumes.

UN Chronicle (uncataloged)
The latest 3 volumes are shelved with the United Nations Yearbook. Earlier volumes are shelved with other UN uncataloged periodicals in Room 314. Hold volume for binding until index arrives several months after the end of the volume. It will appear in one of the issues of the next volume.

GENERAL ASSEMBLY OFFICIAL RECORDS

Official Records should not be bound incomplete. If there is a missing issue, give bibliographic data for missing issues to the UN documents librarian, so that missing issues can be claimed or ordered.

Plenary Records. Issued in several volumes. The cover will indicate how many volumes complete the set. When the set is complete, send for binding. Bind the List of Delegations and the Checklist of Documents in front of volume 1.

Annexes. There is a prefatory fascicle which indicates when the Annexes are ready for binding. Check the agenda item number of the Annexes against the fascicle, and if all agenda numbers are here, bind the volume with the prefatory fascicle in the front.

Committees. All numbered committees, the General Committee and the Special Political Committee have prefatory fascicles. Check committee meeting numbers against the prefatory fascicle, and if all are here, bind each Committee separately, with the fascicle in front. Some committees have many meetings, so they may have to be split into several physical volumes, with the fascicle placed in front of the first volume. The General Committee has few meetings; it may be staple bound.

Supplements. There is no prefatory fascicle for supplements. The complete list of supplements for a session is given in the Index to Proceedings for each session (generally at the back of the volume under "List of Documents") Do not bind until the Index to Proceedings arrives and the "List of Documents" can be consulted to be certain that we have all supplements.

Index to Proceedings. Delay binding if there is heavy use of the UN materials. Send "Rush" to the bindery. If there is a duplicate, send one copy, and do not send "Rush".

ECONOMIC AND SOCIAL COUNCIL OFFICIAL RECORDS

Official Records (Plenary Meetings). The Plenary meetings of several sessions can be bound together in one volume. For each session, include the following:

1. List of delegations
2. Summary Records of Plenary Meetings
3. Resumed Summary Records of Plenary Meetings

To be certain you have all Plenary Meetings for a session, check the Index to Proceedings of the Economic and Social Council under "Checklist of Meetings" at the front of the volume.

Annexes. The Annexes of several sessions can be bound together in one volume. Check under "Agenda" in front of the Index to Proceedings of the Economic and Social Council for each session to be certain you have all item numbers.

Supplements. Bind by year (session). The complete list of supplements for a session is given in the Index to Proceedings of the Economic and Social Council for the session (generally at the back under "List of Documents"). Do not bind until the Index to Proceedings of the Economic and Social Council arrives and the "List of Documents" can be consulted to be certain we have all supplements.

Index to Proceedings of the Economic and Social Council. Bind 5 years(sessions) together.

SECURITY COUNCIL OFFICIAL RECORDS

Official Records (Plenary Meetings). To be certain you have all Plenary Meetings for a year (Session), check the Index to Proceedings of the Security Council under "Checklist of Meetings". There is no separate "List of Delegations". Bind each year separately.

Supplements. To be certain you have all supplements for a year (session), check the Index to Proceedings of the Security Council under "Supplements to Official Records" at the back of the Index. Bind each year separately.

Special Supplements. The complete list of Special Supplements is given in the Index to Proceedings of the Security Council under "Supplements to Official Records" at the back of the Index. Bind each year separately.

Resolutions and Decisions. A separate publication which includes all resolutions and decisions for the year is issued. Bind 10 years together.

Index to Proceedings of the Security Council. Bind 5 years together.

TRUSTEESHIP COUNCIL OFFICIAL RECORDS

Official Records. (Meeting Records) The Trusteeship Council issues its meeting records as mimeographed documents only (T/PV.) To be certain you have all Meeting Records for a session, check the Sessional Fascicle under "Contents of the Meetings". The Sessional Fascicle should be placed in front of the Meeting Records for each session. Bind several sessions together.

Supplements. To be certain you have all supplements for a session, check the Index to Proceedings of the Trusteeship Council under "Supplements to Official Records". Bind several sessions together.

Index to Proceedings of the Trusteeship Council. Bind 10 years together.

TRADE AND DEVELOPMENT BOARD OFFICIAL RECORDS

The Trade and Development Board does not issue an "Index to Proceedings" for each session. Use UNDOC under "Official Records" to be certain that all Official Records for the session and the year are being included in the volume to be bound.

Official Records. (Meeting Records) Bind several years (sessions) together. Regular and Special Sessions held during these years are bound within the same volume.

Annexes. Bind several years together. Regular and Special Sessions held during these years are bound within the same volume.

Supplements. Supplements for Regular and Special Sessions are bound together in the same volume. Bind several years together.

SALES PUBLICATIONS

Serials, especially annual volumes of sales publications, can be sent for binding anytime after receipt.

Periodicals can be sent when the volume or volumes are complete. If there are incomplete volumes, notify the UN documents librarian, so that missing issues can be filled in.

RECORDING MICROPRINT

Receipt of Boxes

Check the Readex Microprint boxes against the packing slip which is enclosed with the microprint boxes, and against the United Nations "shipping list" to make sure we have received all boxes. Boxes listed on the shipping list will not necessarily arrive in the same shipment and they may be out of sequence. Investigate, if all boxes haven't been received within three weeks.

Filing arrangement in microprint boxes

Official Records appear in boxes 1 and 2 each year.

The rest of the microprint cards are arranged by United Nations series symbol. However, the arrangement of the microprint varies from the filing system in the Documents Center card catalog.

1. The arrangement in the ~~card~~ card catalog is an alphanumeric arrangement. For example:

   E/CN.9/AC.10/L.1-3

   files before

   E/CN.9/L.84-91

2. The arrangement of cards in the microprint boxes is by major body and its publications; then by the subdivision of a body and its publications. For example:

   E/CN.9/L.84-91

   files before

   E/CN.9/AC.10/L.1-3

   All publications of the Commission file before an Ad Hoc Committee of the Commission.

3. The microprint cards should remain in the boxes in their order and the cards in the card catalog should remain in their order.

4. **Place white Avery labels on the top and bottom half of the Readex boxes. Write an accession on the labels so that the boxes can be re-filed easily on the shelves.**

Recording procedures

The cards for recording microprint are filed in the United Nations card catalog in front of the holdings cards for mimeographed documents carrying that series symbol.

Microprint for Official Records, sales publications and the Journal of the United Nations are not recorded.

1. Check the microprint shipping list against the series numbers in the card catalog.
   a. If there is a microprint card for that series, add the new issue numbers, plus the box number and the year of the shipping list.
   b. Place a check mark on the shipping list for each series as it is recorded.
   c. If there is no microprint card for that series number, type a card, using the form in the example below.
   d. If there is a gap in issues, leave space so they can be filled in later.

2. Brackets appear around [E/ECE] symbols on the shipping lists. Eliminate the brackets and replace the second bracket with a slash: E/ECE/

UNITED NATIONS MICROPRINT

A/AC.187/INF.1-

	1	Box 4 - 1977
	6-7	Box 4 - 1978

The notations on the shipping list are often unclear. The following examples from the 1979 shipping list following page 4 of this chapter show some of the problems.

Example 1: The complete series number is not always printed on the shipping list. There are actually two series symbols, but the second one is incomplete on the shipping list. The symbols should read:

A/CONF.95/CW/WG.1/1

A/CONF.95/CW/WG.1/L.1-8

Example 2; The symbol in brackets must be accounted for in its proper sequence on the catalog card.

E/1979/1-

1 - 88	Box 6 - 1979
89	Symbol not used
90 - 129	Box 6 - 1979

Example 3: Documents not published must be accounted for.

E/1979/AC.1/SR.1-

1	Not issued
2	Box 6 - 1979

Example 4: Revisions are not recorded.*

E/1979/C.2/L.1-

1 - 11	Box 6 - 1979

Example 5: This example is a variation of no. 1. There are actually three series symbols, but the second and third are incomplete on the shipping list. The symbols should read:

E/C.2/773

E/C.2/INF.11

E/C.2/L.42

* Additions and corrections also are not recorded.

Example 6: A notation surrounded by brackets should be accounted for on the catalog card. In this example, there are two "see" references and an "if available". A "see" reference for Official Records must include the series number. For example: ESCORSupp. no. 9 ((E/1979/39). Without the series number, we would not know the session number. Follow example below.

UNITED NATIONS		MICROPRINT
E/C.7/95-		
	95 - 109	Box 6 - 1979
	110 See:	ESCOR Supp. no.9
		(E/1979/39)
	111	if available in pencil
	112 See:	ESCOR Supp. no.9A
		(E/1979/69/Rev1

Example 7: When a series symbol has been changed, a cross reference card must be made. Follow example below.

E/C.11/--

Symbol changed to HS/C/--

GENERAL ASSEMBLY BOX NO. V (cont.)	No.of Cards
Conferences	
A/CONF.95/CW/1-3	1
/L.1-3	1
/SR.1-9 & Corrigendum	1
A/CONF.95/CW/WG.1/1	1
/L.1-8	1
A/CONF.95/PREP.CONF./7-11	1
A/CONF.95/PREP.CONF./II/SR.18-2[illegible] Corrigendum	1
A/CONF.96/1-2	1
A/CONF.98/L.1 & Rev.1	1
A/CONF.99/L.1	1
A/CONF.101/INF.1	1
/PC/L.1	1
Journal of the United Nations	
Nos.79/1-253	20
TOTAL CARDS-----	145

ECONOMIC & SOCIAL COUNCIL BOX NO. VI	No.of Cards
Organizational & 1st-2nd Regular Sessions	
E/1979/1-129	29
[E/1979/39 - Symbol not used]	
E/1979/INF.1-3 & Add.1-2	2
E/1979/L.1-57	5
E/1979/NGO/1-17 & Corr.1	1
E/RES/1979/1 & /INF.1-2	1
[Also see: ESCOR, Suppl.No.1, 1A-B (E/1979/79 & Add.1-2)]	
Committees	
E/1979/AC.1/L.1	1
E/1979/AC.1/SR.(1) - Not issued 2	1
E/1979/C.1/L.1-14	1
E/1979/C.1/SR.1-23 & Corrigendum	3
E/1979/C.2/L.1 & Rev.1 to /11	1
E/1979/C.2/SR.1-25 & Corrigendum	4
E/1979/C.2/CRP.1-4	1
E/1979/C.3/L.1-16	1
E/1979/C.3/SR.1-23 & Corrigendum	3
E/AC.51/97-104	7
E/AC.54/18-22 & Corr.1, Add.1	3
[Also see: ESCOR, Suppl.No.6 (E/1979/37)]	
E/AC.54/L.99-100 & Add.1	2

GENERAL ASSEMBLY BOX NO. VI (cont.)	No.of Cards
Committees	
E/AC.67/[illegible]-2	1
E/AC.67/INF.1-2	1
E/AC.67/L.1-3 & Add.1-2	1
E/C.2/773 & /INF.11 & /L.42 & Add.1-2	1
E/C.7/95-109	5
[/110 see: ESCOR, Suppl.No.9 (E/1979/39)]	
[/111 --to be supplied if available]	
[/112 see: ESCOR Suppl.No.9A (E/1979/69/Rev.1)]	
E/C.7/L.74-80	1
E/C.7/SR.120-128	1
E/C.10/44-58	5
[/59 see: ESCOR Suppl.No.3 (E/1979/38/Rev.1)]	
E/C.10/INF.7-3	1
E/C.10/L.33-35	1
E/C.10/AC.2/7-11	1
E/C.10/AC.2/INF.5-6	1
[E/C.11/-Symbol changed to HS/C/-]	
TOTAL CARDS -------	86

ECONOMIC & SOCIAL COUNCIL BOX NO. VII	No.of Cards
Functional Commissions	
[E/CN.3/501-534 - see: 1978 Box VII]	1
[E/CN.3/INF.1 - see: 1978 Box VII]	
E/CN.4/1297-1346	30
[E/CN.4/1347 see: ESCOR Suppl. No.6 (E/1979/36)]	
E/CN.4/INF.25	1
E/CN.4/L.1417-1482	6
E/CN.4/NGO/228-253	2
E/CN.4/SR.1477-1522 & Corrigendum	5
[/SR.1476,1478-79,1523-24-Not issued]	
[/SR.1501-03,1505,1507,1508/Add.1, 1509,1510/Add.1 & 1515-Restricted]	

WITHDRAWING MIMEOGRAPHED DOCUMENTS

Discarding Mimeographed United Nations Documents

1. After the microprint has been recorded on the microprint cards in the card catalog, use the shipping list to pull mimeo documents from the vertical files. As a double check, consult the microprint card in the series drawers to be certain that the microprint has actually been recorded.

2. The printed form of Official Records is never discarded. Microprint cards for Official Records are filed in Boxes 1 and 2. Begin withdrawals where the series numbers begin on the shipping list, usually Box 3.

3. Withdraw only those documents appearing on the shipping list. If we haven't received the microprint, don't withdraw the document. After you have removed the documents from the file, check each issue number. Remove any documents misfiled into the group being withdrawn, and refile into the vertical file. Occasionally, a single document in the series, was not issued in microprint--if this happens, the mimeo document must be retained.

4. Line out the documents on the series cards (in pencil) using slash lines for the documents being withdrawn. If all documents on the card are being withdrawn, give the card to the UN documents librarian. EXCEPTION TO DISCARDING CATALOG CARDS: Retain any cards that have cross references to sales publications, Official Records or to other series numbers. These must be kept permanently in the card catalog.

5. Relabel the drawer of the vertical file when necessary (when all of the series either at the beginning or end of the drawer is being removed).

6. All microprint shipping lists are permanently retained. Give the shipping list to the UN librarian when withdrawals have been completed.

7. Retain the provisional meetings of the General Assembly and the Security Council until the bound volumes of the Official Records are returned from the bindery. Provisional meetings are filed by series number along with other mimeo documents. They have the following series numbers:

A/$\frac{\text{Session}}{\text{Number}}$/PV. Example: A/34/PV.

S/PV.

To insure retention of these mimeo documents, note on the mimeo series card, "DO NOT DISCARD UNTIL OFFICIAL RECORDS ARE BOUND." Note also the folder in the vertical file.

8. The Trusteeship Council has stopped issuing Official Records. They now issue only provisional records (T/PV.) which are filed as mimeo documents. We keep the provisional records and bind them.

a. On the mimeographed series card, place a note, "DO NOT DISCARD. TO BE BOUND."

b. On the folder in the vertical file, place a note, "DO NOT DISCARD."

9. Additions, corrections and revisions are a special problem. They are not always clearly cited on the shipping lists. When the citation is unclear, check the microprint boxes to see what was actually received.

Two typical problems illustrate the inexact citations given on shipping lists for additions, corrections, and revisions. The cards in the microprint box were examined to determine our actual receipt. The examples were taken from the 1979 shipping lists, following this page.

Example 1: The notation does not clearly indicate that we actually have received the following additions, corrections and revisions of:
E/CN.7/639-650 & Rev. 1, Rev.1/Add.1-2.

639 & Add. 1-2

641 (part 1) & Add. 1-2

642 & Corr. 1-2

645 & Add.1

646 and Add.1 & Corr.1

647 & Add. 1-3

649/Add.1

650 & Rev.1

650/Add.1-2

Example 2: E/CN.7/SR.864-872 & Corrigendum.

The corrigendum in this instance means all corrections of 864-872.

ECONOMIC & SOCIAL COUNCIL BOX NO. VII (cont.)	No.of Cards
Functional Commissions	
E/CN.1/[illegible]C.20/L.34-35 & Add.1-2	1
E/CN.1/SUB.2/412-433	14
E/CN.1/SUB.2/SR.[illegible] Corrigendum	3
[/SR.845-849 & 852/Add.1-Restricted]	
E/CN.4/SUB.2/[illegible]C.2/28-30	3
[E/CN.5/507-509 see: 1978 Box VII]	
E/CN.5/557-581	5
[E/CN.5/582 see: ESCOR Suppl.No.4 (E/1979/24)]	
E/CN.5/INF.3	1
E/CN.5/L.[illegible]	1
E/CN.5/NGO/126-127	1
[E/CN.7/638 see: ESCOR Suppl.No.5 (E/1979/35)]	
1 E/CN.7/639-650 & Rev.1, Rev.1/Add.1-2	5
E/CN.7/INF.6 to 8/Add.2	1
E/CN.7/L.[illegible]-173	2
2 E/CN.7/SR.864-872 & Corrigendum	1
[/SR.867-869 & 870 - Not issued]	
[E/CN.7/SUB.1/5 see: E/CN.7/623(1978)]	
[E/CN.7/SUB.1/6 see: E/CN.7/SUB.1/L.1]	
E/CN.7/SUB.1/[illegible]	1
E/CN.9/335-337	3
[E/CN.9/345 see: ESCOR Suppl.No.2 (E/1979/22)]	
E/CN.9/INF.9 & Add.1	1
E/CN.9/L.[illegible]-139	2
Regional Commissions	
E/CEPAL/1061 - /G.1103/Rev.1	55
[/1070, 1074, 1080, 1091 & /G.1094 - Spanish Text]	
[/1066, 1082, 1087, 1095, 1097, 1100 & 1102--to be supplied if available]	
E/CEPAL/CEGAN.[illegible]/1-2/Rev.1 (E/CEPAL/1073)	1
[E/CEPAL/CEGAN/POP/4/Rev.1 see: E/CEPAL/CEGAN/R.1/4/Rev.1]	
E/CEPAL/CRN/P.1/(1) - Not available /2-3/Rev.1	2
E/CN.14/664-723	37
[/695,697-[illegible], 709, 724-25--to be supplied if available]	
E/CN.14/SL/[illegible]	2
[E/ECWA/[illegible] see: ESCOR, 1979, Suppl.No.14 & 14A (E/1979/42 & Add.1)]	1
TOTAL CARDS -------	

ECONOMIC & SOCIAL COUNCIL BOX NO. VIII	No.of Cards
Regional Commissions	
E/ESCAP/93-141	30
[/142 see: ESCOR Suppl.No.13 (E/1979/48)]	
[/105 - French Text]	
E/ESCAP/L.24-29	6
[/L.26 --to be supplied if available]	
[E/ESCAP/SR.534-545 & Corrigendum --to be supplied if available]	
E/ESCAP/[illegible]D.3/1-22	4
E/ESCAP/[illegible]D.3/L.1-2 & Corr.1	1
E/ESCAP/IHT/SPMI-UNIDO(3)/1-6	3
E/ESCAP/IHT/SPMI-UNIDO(3)/L.1-2 & Corr.1	1
E/ESCAP/NR.6/1-28	5
E/ESCAP/NR.6/L.1-2	1
E/ESCAP/TRADE.22/1-16	5
E/ESCAP/TRADE.22/L.1-2 & Corr.1	1
E/ECE/ - Information Card	1
E/ECE/263-285	10
[E/]ECE (XXXIV)/1 & Add.1	2
ECE (XXXIV)/INF.1	1
ECE (XXXIV)/L.1-21	1
ECE (XXXIV)/SR.2-11 & Corrigendum	1
[/SR.1, 6-10 & 12-15-Not issued]	
[E/]ECE/SEM.3/1	1
[E/]ECE/SEM.5/INF.1-2 & Add.1	1
[E/ECE] AGRI/44-49 (Vol.I-II)	10
[E/ECE] AGRI/SEM.8/1-2 (TIM/SEM.9/1-2)	1
SEM.9/1-3	1
SEM.10/1-3	1
[E/]FAO/ECE/AGRI/WP.2/25-31	3
WP.3/5-6	1
[E/]ECE/AUTOMAT/9-11	1
[E/]ECE/CES/13-14	1
[E/ECE] CES/399-421	3
[/403, 410-12--to be supplied if available]	
[/415-16 & 418 - Not issued]	
[E/ECE] CES/[illegible]C.42/6-10	1
UNESCO:CES/[illegible]C.44/7-	1
CES/[illegible]C.50/1-3	1
ILO:CES/[illegible]C.51/1-[illegible]	3
CES/SEM.11/1-2	1
CES/WP.9/166-173	5
CES/WP.22/56	1
[E/]FAO/ECE/CES:ESS(79)/1	1

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